

SECRET

CONTROL NO.

REPORTS INVENTORY

DDP - 141

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

QUARTERLY GRAPHICS STATISTICAL REPORT

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
 PERSONNEL
 LOGISTICS
 MEDICAL
 TRAINING
 SECURITY
 FINANCE
 ADMIN. GENERAL
 OTHER (specify) Management

4. NO. OF COPIES PREPARED 3
 5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly
 6. DISTRIBUTION (No. of components not number of copies) 1

7. FORMAT (memorandum, form computer print-out, etc) Memo & IBM Print-Out
 8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO.
 NO
 9. DIRECTIVE AUTHORITY REQUIRING REPORT TSD 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report) graphics units and facilities
 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									\$156.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$156.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide Headquarters with statistical data to allow monitoring of technical activities.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

MAN-HOURS DOLLARS

16. DATE OF INVENTORY October 1999
 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
 18. EXTENSION

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